



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-216

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Private Schools Administrators
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF 2025 PRIVATE SCHOOLS ANNUAL ACCOMPLISHMENT REPORT (PSAAR)**

DATE: December 17, 2025

1. In reference to Regional Memorandum No. 154, s. 2025 titled Submission of 2025 Private Schools Annual Accomplishment Report (PSAAR) dated December 15, 2025, all private schools are required to submit PSAAR using the prescribed template which can be accessed thru this link: <https://tinyurl.com/2025MarPrivateAAR> on or before January 16, 2026.
2. The Private Schools Annual Accomplishment Report captures the yearly performance, compliance, and key developments of private schools. It provides essential data on enrollment, staffing, programs, facilities, and other mandated indicators, serving as basis for monitoring, evaluation, planning, and informed decision-making by education authorities.
3. For queries and clarification, please contact Mrs. Maita M. Lazares, Chief Education Supervisor – SGOD, and Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E through fretzie.alcantara@deped.gov.ph
4. Immediate dissemination of and compliance with this Memorandum are desired.

/SGOD-SMM&E-FA/ Submission of 2025 PSAAR, December 17, 2025



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Republic of the Philippines
Department of Education
MIMAROPA REGION

PRIVATE SCHOOL ANNUAL ACCOMPLISHMENT REPORT (PSAAR)

CY _____
SDO _____

I. INTRODUCTION

This section provides a summary of the contents of the annual accomplishment report. This may include short description of the school, best practices, significant accomplishments, challenges encountered, and ways forward.

II. SCHOOL PROFILE

This section provides basic information about the school, including its name, address, recognition status, and the number of students, teachers, and staff. It serves as a quick reference for identifying the school.

Name of School : _____
School ID : _____
School email address: _____
Complete Address : _____
School Administrator: _____
Contact Number : _____ Email Address: _____
Course Offerings : _____

ESC Grantee SHSVP Recipient TSS Recipient

COURSE	LEVELS <i>(For E, JHS, and SHS, indicate the current level/s offered.)</i>	GOVERNMENT AUTHORITY <i>(Indicate the Permit Codes)</i>	
		GPO	GOVERNMENT RECOGNITION
Kindergarten			
Elementary			
Junior High School			
Senior High School			

A. Enrollment Data

COURSES OFFERINGS	SY 2023-2024			SY 2024-2025			SY 2025-2026		
	M	F	T	M	F	F	M	F	T
Kindergarten									
Elementary									
JHS									
SHS									
TOTAL									



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(Provide brief analysis of the data)

B. Number of Teaching and Non-teaching Personnel

	MALE	FEMALE	TOTAL
Teaching Personnel			
Non- Teaching Personnel			
TOTAL			

III. VISION, MISSION, GOALS

Highlight the school's guiding principles, ensuring they align with DepEd's vision of quality education for all. This section demonstrates the school's commitment to its foundational goals

IV. OUTSTANDING ACCOMPLISHMENTS

Summarize the school's key achievements during the year. This may include academic performance, curriculum innovations, co-curricular activities, infrastructure improvements, health and safety compliance, community linkages, partnerships and parents involvement.

A. Programs, Projects, and Activities reflected in Action Plan/Work Plan

PROGRAMS, PROJECTS, & ACTIVITIES	OUTPUT	STATUS/REMARKS (Completed/Ongoing)

B. Awards & Recognition Received

TITLE OF CONTEST	LEVEL (District, Division, Regional, National, International)	DATE & VENUE	AWARDS RECEIVED



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C. Trainings Conducted and/or Participated

TITLE OF TRAININGS/SEMINAR	LEVEL (School, District, Division, Regional, National, International)	DATE & VENUE	NO. OF PARTICIPANTS

V. COMMUNITY LINKAGES, NETWORKS, AND PARTNERSHIPS

NAME OF PARTNERS	Type of Organization (Government, NGO, Civic Society Organization, Private Sector, Educational Institution, Religious Group, Business Corporate)	Type of Partnership (project collaboration, immersion partner, training support, resource-sharing, community service)

VI. GOOD PRACTICES AND CHALLENGES

Identify good practices and the significant challenges encountered during the year and outline proposed strategies for addressing them. Highlight opportunities for future growth and improvement.

A. Good Practices

GOOD PRACTICES

B. Challenges

CHALLENGES ENCOUNTERED	ACTIONS TAKEN

VII. ANNEXES

Include supplementary materials such as photos, certificates, statistical tables, or additional documents that support the report's content. These attachments provide evidence of the accomplishments mentioned.

Prepared by:

NAME
School Administrator
Date: _____